

Online Classroom Management and Routines

LIGHTS, CAMERA, ACTION, LEARN!

Who has the floor?

Great students are able to be **respectful, actively listen**, and **share** their thoughts in their class. Below are easy ways that you can respectfully engage in your online classes.

HOW CAN I BE RESPECTFUL TO MY LEARNING COMMUNITY?



Teacher



Student



Peers



Learning Material



Guest Speaker

DO



Log in and arrive on time for class; have your class materials accessible



Turn on your camera (if possible); pay attention in class; sit in a quiet place



Take clear notes; do coursework; use the raised hand feature



Do share your thoughts or questions in class; be respectful to others



Listen to others' ideas and viewpoints; forgive others that offend you



Unmute yourself to share your thoughts when no one is speaking

DON'T



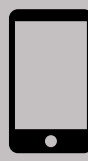
Disobey our school's clothing policy; use inappropriate pictures



Watch or use other screens and videos not related to class



Play with toys; text; send private messages to other classmates



Make phone calls during class; eat outside of scheduled breaks



Ignore your teacher and peers; listen to music during class



Talk over others while they are speaking; unmute while you are snacking

References

Games4esl. (n.d.). *10 online classroom rules for your virtual classroom*. <https://games4esl.com/online-classroom-rules/>

Reiner, D. (2020, April 16) *The abcs of online school etiquette*.

<https://www.connectionsacademy.com/support/resources/article/the-abcs-of-virtual-classroom-etiquette>